

# 2008-2009 Program Application

For Funding Under the Adult Education and Family Literacy Act

Continued project (Year 2) funding available by type of program:

- **Adult Basic Education/English for Speakers of Other Languages**
- **Corrections Education and Education for Other Institutionalized Individuals**
- **English Language/Civics Education**

## Application Timeline

April 1, 2008	Proposal process initiated.
May 15, 2008	Applications due. Send electronically and mail signed signature sheets to:  Marty Kelly Coordinator, Adult Education Utah State Office of Education P.O. Box 144200 Salt Lake City, UT 84114-4200 <b>Submissions must be received no later than 5:00 p.m. on May 15, 2008</b>
May 15, 2008 to June 15, 2008	Application reviewed competitively as to respective merit.
July 1, 2008	Award notice processed.

2008-2009

COVER SHEET

1. Name and Address of Applicant Organization

Name:

Street Address:

City:

County:

State:

UTAH

Zip Code:

84

2. Date of Application

3. Project Starting Date

4. Projected Completion Date: June 30, 2009

5. Federal Identification Number of Applicant

6. Project Director

Name:

Title:

Signature:

Telephone: ( )

Fax: ( )

7. Type of Application

A separate application is required for each type of program for which funding is sought

- ☐ Adult Basic Education/English for Speakers of Other Languages
- ☐ Corrections Education and/or Education for Other Institutionalized Individuals
- ☐ English Language/Civics Education

8. Federal Funding

\$

9. Federal Catalog Number (CFDA)

84.002A

**PROGRAM ASSURANCES**

**INSTRUCTIONS:** This section is to be completed by the chief administrative officer of the applicant organization. Applications lacking the name and signature of the appropriate official will be considered incomplete and removed from completion.

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The applicant hereby certifies to the State Superintendent of Public Instruction that:

- A. Any funds received under this grant will not be used to supplant nonfederal funds normally provided for services of the same type, and the applicant will make provisions for such fiscal control and fund accounting procedures as may be necessary to assure proper disbursement and accounting for federal funds.
- B. The program will be operated in compliance with all federal rules/regulations and state guidelines, and the applicant will maintain effective control over, and accountability for all grant funds, property, and other assets. Grantees shall adequately safeguard all property and shall assure that it is used solely for authorized purposes.
- C. The grantee will submit annually the results of a program compliance audit conducted by an independent source for data collected during the fiscal year July 1 through June 30.
- D. The grantee will submit an appropriately amended application prior to any material change affecting the purpose, administration, organization, budget, or operation of an approved project.
- E. The filing of this application has been authorized by the governing body of the applicant.
- F. The program will comply with all civil rights regulations prohibiting discrimination in program benefits, participation, employment, or treatment on the basis of race, color, national origin, sex, and disability.
- G. The grantee assures that no person, on the basis of age, provided the person is 16 years of age or older, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity which receives or benefits from Adult Education and Family Literacy Act financial assistance.
- H. The grantee will give the grantor agency or the U. S. Comptroller General, through any authorized representative, access to all records or documents related to the grant, including the submission of reports as may be required.
- I. The grantee will comply with the requirements of the Family Educational Rights and Privacy Act of 1974.
- J. The grantee assures that funds will only be expended on eligible activities outlined in the Adult Education and Family Literacy Act.
- K. The grantee assures that funds will be used only for financial obligations incurred during the grant period.
- L. The grantee will provide state and/or local matching expenditures equal to or greater than the aggregate amount expended during the preceding fiscal year. If this is a first-time project, state and/or local matching will be a minimum of twenty-five percent (25%) of the federal funding per year.
- M. The grantee will provide for cooperation with community action programs, work experience programs, AmeriCorps, work-study, and other programs relating to the antipoverty effort.
- N. The grantee will provide for cooperation with manpower development and training programs, including programs under the Utah Department of Workforce Services, the Utah State Office of Rehabilitation, and the Utah System of Higher Education.
- O. The grantee will provide for coordination with state and local agencies' reading improvement programs designed to provide reading instruction for adults.
- P. The grantee will assure that no expenditure of program funds will be made for any activity of service related to sectarian instruction or religious worship.

- Q. The grantee will prepare reports containing such information as the State Superintendent of Public Instructions may reasonably require to determine the extent to which funds have been effective in carrying out legislative purposes and project objectives.
- R. The grantee assures that the program will:
- (1) Utilize qualified administrative personnel and instructional staff.
  - (2) Provide guidance and counseling services.
  - (3) Develop effective recruitment and retention strategies.
  - (4) Provide adequate facilities, equipment, and materials.
  - (5) Provide services at a reasonable cost/benefit.
- S. The grantee assures that resources will be available, and a process established, to develop a Student Education Occupation Plan (SEOP) for each student.
- T. The grantee assures that the Utah State Board of Education's requirements for demonstrated competencies of speaking, listening, reading, writing, computation (arithmetic), skills in democratic governance, skills as a consumer, problem solving skills, and career/occupational skills development will be top priorities of the program.
- U. The grantee assures that community representatives, including residents, will be involved in program development and will continue to be involved in carrying out this program. One way to do this is through a Literacy and Adult Education advisory Committee with written minutes of action taken on program agenda items.
- V. The grantee assures that state-required program data will be collected and entered in the state-developed management information system (UTopia—Utah Online Performance Information for Adult Education)
- W. The grantee assures that requests for reimbursement will be submitted at least quarterly to the Utah State Office of Education.
- X. The grantee assures that the state-approved syllabus for English Language/Civics Education will be used throughout the duration of the grant period (EL/Civics only).
- Y. The grantee assures that all fees and tuition collected from adult education students are used to provide additional adult education and literacy services that it would otherwise be unable to provide.
- Z. Program income from tuition and fees must be reported to the Utah State Office of Education School Finance and Statistics division separately from K—12 and community education, and:
- (1) Accounted for in program records,
  - (2) Used only for costs allowable under AEFLA.

The applicant certifies that, to the best of his/her knowledge and belief, the data in this application are true and accurate, and that he/she will comply with the assurance noted above if this application is approved.

**Assurance by Chief Administrative Officer**

Name (Type): \_\_\_\_\_

Title (Type): \_\_\_\_\_

Signature of Chief Administrative Officer: \_\_\_\_\_

Date: \_\_\_\_\_

**Assurance by Project Director**

Name (Type): \_\_\_\_\_

Title (Type): \_\_\_\_\_

Signature of Project Director: \_\_\_\_\_

Date: \_\_\_\_\_

**PART 2: BUDGET INFORMATION****BUDGET SUMMARY EXPLANATION**

**INSTRUCTIONS:** In the spaces provided, indicate proposed budget allotments. It is not necessary to use all budget categories. Refer to the appendix for specific descriptions of budget categories and a sample budget.

Budget Category	Federal Grant Share		Explanation
	Student Services (at least 95%)	Administrative Services (no more than 5%)	
A. Salaries (100)			
B. Employee Benefits (200)			
C. Purchased Professional and Technical Services (300)			
D: Purchased Property Services (400)			
E. Other Purchases (500)			
F. Travel (580)			

G. Supplies and Materials (600)			
H. Other (800)			
<b>I. Total Direct Costs (Lines A through H)</b>			
J. Indirect Cost			
K. Property (700)			
<b>L. TOTAL (Lines I through K)</b>			

Based on the above budget figures and the number of students to be served from the Measurable Goals chart, what is the cost per student?

1. With federal funds from this grant only: \_\_\_\_\_
2. Combined with all other available resources applied to this project: \_\_\_\_\_

**PROJECTED FUNDING**

1. Federal grant amount. (Must match figure on cover sheet.)

\$

2. Other funding intended to be used in the project. It is a state requirement that applications must include at least a 25 percent match from non-federal funding sources. Note: In-kind program support can be used to fulfill the 25 percent matching requirement. In-kind support should include a brief statement as to how the dollar value was calculated.

SOURCE /IN-KIND	DOLLAR AMOUNT	HOW WILL THIS OTHER FUNDING BE USED TO SUPPORT THIS PROJECT? EXPLANATION OF IN-KIND
A.	\$	
B.	\$	
C.	\$	
D.	\$	
E.	\$	
<b>TOTALS</b>		
<b>SUBTOTAL (ITEM 2 ONLY)</b>	\$	
<b>TOTAL (ITEMS 1 AND 2)</b>		\$

**ABSTRACT**

**INSTRUCTIONS:** Summarize the scope and specific intent of the project. Include salient parts from your original (2007) application. If the project is part of a consortium of eligible providers, identify the responsibilities and respective funding for each.

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Abstract continued if necessary...

**MEASURABLE GOALS**

**INSTRUCTIONS:** With regard to Core Goals and Core Indicators for your program, fill in the charts below.  
(Remember that enrollees on this chart are only those served through THIS grant.)

<b>Core Goals</b> (This <u>can</u> be a duplicated count.)	2006-07 Actual number of enrollees who completed the goal	2008-09 Projected number of enrollees with the goal	2008-09 Projected number of enrollees who will complete the goal	2008-09 Projected percentage of enrollees who complete the goal
Enrollees who want to be placed in post-secondary education and/or training				
Enrollees who want to earn a Utah secondary school diploma and/or GED				
Enrollees who want to be placed in employment				
Enrollees who want to retain employment				

<b>Core Indicators</b> (This is <u>not</u> a duplicated count.)	2006-07 Actual number of enrollees in the level	2008-09 Projected number of enrollees in the level	2008-09 Projected number of enrollees who will make a level gain	2008-09 Projected percentage of number of enrollees who will make a level gain
ABE 1: Beginning ABE Literacy (0.0-1.9)				
ABE 2: Beginning Basic Education (2.0-3.9)				
ABE 3: Low Intermediate Basic Education (4.0-5.9)				
ABE 4: High Intermediate Basic Education (6.0-8.9)				
AHSC 1: Low Adult Secondary (9.0-10.9)				
AHSC 2: High Adult Secondary (11.0-12.9)				
<b>I. TOTAL ABE</b>				
ESOL 1: Beginning ESOL Literacy (SPL 0-2)				
ESOL 2: Low Beginning ESOL (SPL 2-3)				
ESOL 3: High Beginning ESOL (SPL 3-4)				
ESOL 4: Low Intermediate ESOL (SPL 4-5)				
ESOL 5: High Intermediate ESOL (SPL 5-7)				
ESOL 6: Advance ESOL (SPL 7-8)				
<b>II. TOTAL ESOL</b>				
<b>Total of Line I and Line II</b>				

# APPENDIX

## BUDGET CATEGORIES - DEFINED

### **LINE ITEM A (Salaries – 100)**

Full or potential salaries for project personnel must be included in this grant application. This specifically refers to new employees of the applicant or employees who are being placed on special assignment for the grant period. This item should not include stipends paid to regular employees for work outside of their regular contract. These stipends should be included in item C below. If salary funds are identified in the application, please indicate the basis of computing these salaries. Director, coordinator, and clerical salaries not directly tied to classroom activities must be considered administrative.

### **LINE ITEM B (Employee Benefits – 200)**

Employee benefits for project employees or reassigned employees of the applicant must be included in this application and covered with grant funds and other funds. Such employee benefits may include state retirement, Social Security; local retirement, group insurance, industrial insurance, unemployment insurance, and any other employee benefits not classified above. Employee benefits related to stipends for teachers or other regular employees who work outside of their regular contract may also be placed in this line item. Director, coordinator, and clerical salaries not directly tied to classroom activities must be considered administrative.

### **LINE ITEM C (Purchased Professional and Technical Services – 300)**

This budget category includes those services which, by their nature, must be performed by persons with specialized knowledge, skills, or abilities. Providers of such services, including all travel, meals, lodging, honorarium/fees, materials, and related expenses associated with them, should be included in this category as consultants. Such consultants might also include staff of the applicant who might serve in this capacity during those times when they are not salaried employees of the grantee. This includes summers, weekends, holidays, or other non-contractual time. All known consultants should be named in this application, and their anticipated consultant fees and number of contracted days of work should be clearly outlined. Yearly program audits are also included in this item. Note: Some of these expenditures may be administrative in nature.

### **LINE ITEM D (Purchased Property Services – 400)**

Applicants may receive funding support for variety of services rendered by organizations and personnel not on the payroll of the applicant to operate, maintain, insure, and rent property used by the applicant. Typical expenditures in this category include utility service, cleaning services, disposal services, snow plowing, custodial services, lawn care services, equipment repair, vehicle repair, rental of buildings, equipment, or vehicles, etc. Provide specific information about such anticipated costs. Note: These expenditures are administrative in nature.

**LINE ITEM E (Other Purchases – 500)**

This allowable budget category includes all amounts paid for services rendered by organizations or personnel not on the payroll of the applicant other than Professional and Technical Services (300) or Property Services (400). This includes such expenditures as communications, advertising, printing and binding, property insurance, liability insurance, telephones, postage meter, etc. Provide specific information about all projected expenditures. Note: Some of these expenditures may be administrative in nature.

**LINE ITEM F (Travel – 580)**

This budget category includes travel of instructional staff to and from remote teaching sites.

**LINE ITEM G (Supplies and Materials – 600)**

Applicant may receive funding support for a variety of items of an expendable nature that are consumed, worn out, or have deteriorated with use; items that lose their identity through fabrication or incorporation into different or more complex units or substances are also considered supply expenditures. Expenditures in this category might include, but not be limited to, software, paper, writing tools, books, textbooks, manuals, reproduction costs, binders, classroom computer and printers, overhead projectors, audiovisual materials, courseware, assessment instruments, etc. Note: Make sure each of these items is identified in the explanation as to how many are needed and the cost per item.

**LINE ITEM H (Other – 800)**

This line item is very seldom used, but it is included to use with the purchase of goods and services not otherwise classified above.

**LINE ITEM I (Total Direct Costs)**

Total of lines A through H.

**LINE ITEM J (Indirect Costs)**

Any indirect costs charged to this grant fall within the allowable five percent (5%) administrative cap.

**LINE ITEM K (Property – 700)**

Applicants may receive funding support for property acquisitions, leasing, and rentals if such transactions are clearly identified as essential to the operation of the program. Expenditures in this category include the purchase, lease, or rental of initial equipment, additional equipment, or replacement equipment. These expenditures may be administrative in nature. Make sure that all items in the category are clearly explained and detailed in the Project Narrative.

## ADDITIONAL INFORMATION:

- ★ At least 95 percent (95%) of requested funding must be spend on direct services to students, e.g., general classroom teaching activities, textbooks, classroom supplies, etc.
- ★ No more than five percent (5%) may be spend on administrative activities, e.g., administrator compensation and benefits, rent, utilities, equipment repair, office supplies, and indirect costs charged by a respective organization, etc.
- ★ In the event that an eligible provider is awarded multiple grants under AEFLA, the five percent (5%) administrative cap will be figured on each individual grant and not on the sum total of AEFLA funding awarded.

**Note:** In cases where the five percent (5%) administrative cap is too restrictive to allow for adequate planning, administration, personnel development, and interagency coordination, the eligible providers may negotiate with the Utah State Office of Education in order to determine an adequate level of funds to be used for non-instructional purposes.